

Charter Representative **Notification Request**

-  **Change in name of person authorized to act as the Charter Representative or addition of person authorized to act as a Charter Representative on behalf of the charter holder.**

Required Materials for Administrative Completeness:

- Board minutes approving the change (If the body is subject to Open Meeting Law, minutes must comply with A.R.S. §38-431.01)
- Notarized Affidavit, Disclosure and Consent for Background and Credit Check
- Background Information Sheet
- Verification of Coursework/Degree
- Copy of a valid fingerprint clearance card for new representative. Copies of applications to DPS will not be accepted.
- Provide information regarding any payment, benefit or consideration received or to be received by any party in the transition.
- Email address for new Charter Representative

Board staff will conduct a compliance check covering all of the areas in the Board's policy and provide this information, in writing, to the new charter representative(s).